

CITY OF SEABROOK OPEN RECORDS REQUEST

PLEASE PRINT OR TYPE CLEARLY.

Name/Title/Position

Date of Request

Address

City

Zip Code

Phone Number

Fax Number (If Applicable)
(For requests of no more than
5 standard size pages to be
Faxed to local fax number.)

Email Address

DESCRIPTION OF INFORMATION REQUEST:

Please **circle** Option 1 or 2. You may also circle choose Option 3. We will e-mail documents if possible. Some documents **are not** available electronically.

1. I would like to view this information at City Hall only. I do not need copies of these documents. I understand there is no charge for viewing documents unless the documents are retrieved from off-site.
2. Please prepare copies of the documents requested. I agree to pay all applicable charges as listed on the other side.
3. Please send requested copies by email if possible.

Signature of Requestor

Date

For employee use only:

_____ # of pages produced _____ hrs needed to fill request _____ total charge

Signature of Employee

Date

CHARGES FOR OPEN RECORDS

Rev. 01/11

| | |
|---|-------------|
| Standard-size paper copy (Up to 11" x 17") | \$.10/page |
| Paper copy larger than 11x17 | Actual Cost |
| Audio Cassettes | \$3.00/tape |
| CD | \$2.00/each |
| Microfiche Paper Copy | \$.10/page |
| Remote Document | |
| Retrieval charge | Actual Cost |
| Fax Charge | |
| Local | \$.10/page |
| Long distance (same area code) | \$0.50/page |
| Long distance (different area code) | \$1.00 page |
| Postage | Actual cost |
| Handling Fee (for mailed items) | \$ 2.00 |
| Retrieval from storage | Actual cost |

| | |
|--|-------------|
| Labor, clerical | \$15.00/hr |
| (Actual time incurred in locating, compiling, manipulating data and copying for 50 copies or more or if documents are retrieved off site.) | |
| Labor, Programming | \$25.00/hr. |
| Overhead | 20% |
| (If labor is charged.) | |

BOUND CITY DOCUMENTS

| | |
|--|-------------|
| Budgets | \$20.00 |
| City Charter | \$10.00 |
| City Maps | Actual Cost |
| Comprehensive Audit and Financial Report | \$20.00 |
| Comprehensive Master Plan | \$25.00 |
| Zoning Ordinance | \$15.00 |

EXTERNAL REQUEST PROCEDURE:

All information requests by the public for official documents from the City of Seabrook should be directed through the City Secretary's office. To request information, please fill out the OPEN RECORDS REQUEST form and submit it to the City Secretary. We make every effort to supply this information as quickly as possible. If the information cannot be produced for inspection or duplication within 10 business days after a request is made, the City will certify in writing a reasonable time when the information is available.

PRODUCTION OF RECORDS:

Records are normally available in paper form. The requestor will be notified when the records are available so s/he can arrange to pick up the records from City Hall. Records that are available electronically will be sent by this method when possible and if requested.

Records consisting of more than five (5) pages cannot be sent by fax. Faxes cannot be sent to long distance numbers unless the charges are prepaid.

Records can be sent by mail, provided the requester prepaies all charges, including postage and handling fee.

The city does not provide written transcripts of minutes. CD's or audiotapes as applicable are available for a charge.

AVAILABILITY OF RECORDS:

The Seabrook City Code and all approved minutes of City Council meetings from 1987 to present and all city ordinances and resolutions are available for review at the City's website at www.ci.seabrook.tx.us. Select "News and Information" and then "Helpful Links" on the left side of the home page and then choose the appropriate category.

City Council and city board/committee minutes for the previous 12 months are also available on the city website. Select "city hall" on the left side of the home page and then choose the appropriate category.

INFORMATION DENIED:

Under the Open Records Act and Public Information Act, there are a number of exceptions to the requirement that the public be granted access to any information maintained by a governmental body. Contact our office for more information.